

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Chief Adult Probation Officer
Job Code: 8100
Pay Grade: 83
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Responsibilities include the oversight of the daily operation of a large probation department (300 + employees) within the judicial branch of government

ESSENTIAL FUNCTIONS and RESPONSIBILITIES:

- Establishes the mission, supporting goals and objectives for the Adult Probation division.
- Directs, manages, and evaluates the programs, services, and employees of a multiple work site organization.
- Participates in the development, implementation, and management of division policies and directs departmental policies and procedures.
- Works with judges to coordinate and provide probation services to the judicial divisions.
- Acts as the liaison between probation and the Administrative Office of the Supreme Court to implement statewide probation policies and programs.
- Coordinates the development and administration of a multi-million dollar budget and provides the leadership to procure financial support from various grant-funding sources.
- Participates in the selection of management and key personnel.
- Participates in the monitoring and evaluation of division and program budgets.
- Oversees and assures the development and implementation of training programs for Adult Probation employees.
- Develops innovative strategies and approaches to administer probation programs and services.
- Reviews the programs, services, and functions of the department to determine their effectiveness, efficiency, cost justification, and relevance.
- Monitors the development of data gathering processes and approves of the integrity of data and the reports prepared on departmental business activity.
- Participates on the Court Management team to plan and provide direction for Adult Probation consistent with other Superior Court services and operations.
- Participates in the analysis and recommendation of proposed legislation as it affects the operation of the criminal justice system and probation programs and services.
- Analyzes legislation, statutes, and court rulings to establish policies and procedures as necessary to ensure probation programs and services are in compliance.
- Interfaces with representatives from criminal justice, government, and community agencies to address a variety of issues and establish an integrated approach to provide services.
- Adheres to Arizona Revised Statutes, Federal laws affecting employees, and the rules and policies of Superior Court in Pima County and Arizona Supreme Court.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have comprehensive knowledge of programs, services, and functions in the field of probation administration.
- Must have comprehensive knowledge of laws, principles, and practices of social and correctional casework and counseling.
- Must have comprehensive knowledge of administration, budgeting, human resources, management and staff development, and the role of technology in probation programs.
- Must have the skills in public relations to interface with key legislative, government, criminal justice, and community leaders.
- Must have the ability to plan, organize, and direct the daily operations and long-term strategies of adult probation programs.
- Must have the ability to develop and direct a management team capable of effectively achieving departmental goals.
- Must have the ability to analyze and resolve issues in the areas of administration, rehabilitation, and human resources.
- Must have the ability to communicate effectively both in writing and verbally; presents ideas and concepts to other Department Directors, Court Administrator, and the Presiding Judge.

MINIMUM REQUIREMENTS:

A Masters degree in Public Administration or a related field (Supreme Court Order # 2003-92) and ten years of increasingly responsible experience in the field of probation or correctional casework, with a minimum of five years of progressive responsibility in an administrative and leadership capacity.

LICENSES AND CERTIFICATES:

None required.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is an unclassified position that reports to the Court Administrator of Superior Court in Pima County. The incumbent performs responsibilities of the position in a manner consistent with goals and policies established by the Presiding Judge, Court Administrator, and the Court Management Team.

Date: 08/1980
Revised: 04/29/02

Approvals: _____
Director, Human Resources

Date

Superior Court Administrator

Date